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Approved For Release 2002/05/06 : CIA-RDP78-03721A000500020007-6

24 APR 1958

MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Questionnaire on Overseas Duty

This memorandum contains recommendations submitted for your approval. Such recommendations are contained in Paragraph 6.

1. PROBLEM:

To determine the most suitable method or methods to be employed to obtain planning data for use in working out various potential accelerated retirement formulae for Agency study.

2. ASSUMPTIONS:

- a. The Agency is committed to develop recommendations for possible adoption of an accelerated retirement program for Agency personnel who have had or will have U.S. Government overseas service.
- b. Any accelerated retirement program which might be adopted would be based upon some combination of length of actual total overseas duty with total length of U.S. Government service and total length of service in the Agency.

3. FACTS:

- a. Agency centralized personnel records, which are now susceptible to various kinds of analysis, already reflect such information as age, sex, grade, length of service, service designation, Career Staff status, personnel serial number and current official assignment.
- b. Because there was no anticipated need or use for them, no centralized records have ever been kept of actual time served overseas for the U.S. Government by Agency personnel on either PCS or TDY.
- c. Many Agency staff employees and staff agents have had substantial military and/or civilian overseas service on behalf of the U.S. Government prior to employment by CIA.
- d. The information needed and not readily available concerns the kinds of overseas service (military or civilian, PCS or TDY), the beginning and ending dates and where and for what U.S. Government military service or civilian agency it was performed.

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- e. Records of prior overseas service of Agency employees on behalf of other U.S. Government organizations are scattered in Archives and in the various files of the respective organizations.
- f. Official Agency personnel actions (Forms no. 50 and 52) are retained in permanent centralized personnel files and reflect dates of official actions, but there is frequently a substantial time lag between official assignment of personnel to overseas T/O's and arrival of such personnel at overseas duty posts; in some cases assignments to O/S T/O's has been "for slotting purpose only" and no overseas duty resulted.
- g. Personnel returning from field duty tours are frequently carried on overseas T/O's for several months after they return to Headquarters.
- h. Cable and dispatch traffic show actual dates of arrival at and departure from field stations on PCS actions and copies are filed in Fiscal or Finance Division files. Cable and dispatch traffic concerning TDY travel is usually not filed in Fiscal or Finance Division files but retained in the Operating Components.
- i. No cable record of personnel movements is maintained in files of the Office of Personnel.
- j. Travel Orders reflect intent and authorization to travel; but deviations from and amendments to Travel Orders are frequent.
- k. Travel Vouchers reflect actual completed travel with accurate dates of departures and arrivals both at Headquarters and in the field.
- l. Generally, Travel Vouchers are available at Headquarters or in Archives or Records Center storage for all Agency travel prior to 1954 or 1955. Subsequent to these times (depending upon the effective date of establishment of various Class A Stations) the following generally is true.
 - (1) Travel Vouchers supporting PCS travel from Headquarters to Class A Stations are retained in the field;
 - (2) Travel Vouchers supporting PCS travel from the field to Headquarters are retained at Headquarters;
 - (3) Travel Vouchers supporting PCS travel between Headquarters and Class B Stations and vouchers supporting all TDY travel from Headquarters to the field and return are retained at Headquarters;
 - (4) Travel Vouchers supporting TDY travel between field stations and those supporting changes in PCS in the field are retained by Class A Stations and returned to Headquarters by Class B Stations.

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- m. At Headquarters, Travel Vouchers are retained in the Fiscal or Finance Division files by true name or pseudonym. Many individuals have more than one such file, each under a different name.
- n. All Travel Vouchers are audited, either at Headquarters or at Class A Stations before being paid or credited to the advance account of the traveller.

4. DISCUSSION:

- a. Analysis of the facts concerning the availability at Headquarters of information needed to develop various possible alternative accelerated retirement formulae reveals that such information falls into two categories: that which is available in centralized Office of Personnel files and that which is scattered in a number of places and maintained in a variety of systems both in CIA and in other Government files. To get the information in the second category into the centralized Office of Personnel files in such a form that it could be used with already available information to make the analyses which are necessary would require a tremendous amount of costly research. Each person's records would have to be searched separately and records for any one individual might be found in as many as four or five different places. While overseas service with other U.S. Government services or agencies may or may not be of eventual direct CIA interest, it is needful to have this information because the Administration may support an accelerated retirement program for CIA only if it contains such a feature.
- b. The information which is needed at this time need not be certified since it is to be used only for planning and statistical purposes and it is not intended that any accelerated retirement credits would ever be given on the basis of such information. Therefore, it is not believed that there is justification for the time and expense of researching certified records of overseas duty at this time.
- c. There is no assurance that an accelerated retirement program for personnel of this Agency will actually materialize at any time in the near future. However, before any judgments in the matter can be made, it is necessary to have enough information to permit development of various possible alternative plans. This could be accomplished with a minimum of time and expense if Agency personnel could be asked to submit their own summaries of the amounts, kinds and places of past overseas duty. This information could then be merged by machine with other pertinent, already recorded personnel information to provide a sound planning base for various accelerated retirement computations. Such a polling of employees could be completed fairly rapidly compared with the extraordinary length of time which would be required to get the same amount of information by research and would give an early indication of the potential magnitude of any accelerated retirement program. If an

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accelerated retirement program should be adopted, a polling of employees would also serve as a point of departure for compiling certified records for individuals who are approaching an early retirement situation and would eliminate the need for any research of past records for individuals who have stated they have had no overseas service.

- d. Since polling of employees would be of maximum value only if all available information is collected, some means must be found to assure reaching all employees and to assure that the completed questionnaires are returned.
- (1) For people paid from vouchered funds at Headquarters, the payroll insert card with accompanying instruction card (See TAB A) would be practical. Each individual who receives a salary check would, at the same time, receive a questionnaire card with his name and personnel serial number printed and pre-punched. The responsibility for filling out the card as accurately as possible would rest with each individual. The responsibility for seeing that the cards for vouchered personnel are returned securely to the Office of Personnel would rest with the appropriate Administrative Officer.
- (2) Questionnaire Cards unrelated to payroll for people paid from confidential funds would be sent to the responsible Administrative Officer at Headquarters. Since between of the personnel on the confidential funds payroll are at Headquarters at any given time, the cards for these people would be given to them by the Administrative Officer to be filled out. The other cards would be filled out by the case officer or responsible Country Desk Officer only if all the necessary information is available at Headquarters. In cases where the available information is incomplete, the cards or sterilized requests for the necessary information would be forwarded to the field. If security considerations prohibit this, the cards should be so noted and returned to the Office of Personnel. A draft Agency notice has been prepared (TAB B). This notice fixes responsibility on the Administrative Officers of the responsible components for distribution of the cards within the Operating Components and for return of all questionnaire cards to the Office of Personnel in a secure fashion.

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5. CONCLUSION:

- a. Questionnaire cards addressed to employees by name, to be filled out by the employee or a designated responsible officer, offer the most practical, economical and fastest way to obtain planning data for use in working out various potential accelerated retirement formula for Agency study.

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6. RECOMMENDATIONS:

It is recommended that:

- a. The Acting Deputy Director, Support approve the obtaining of overseas duty data from employees by use of machine card payroll inserts for vouchered employees; and approve obtaining the same kind of information about employees who are paid from confidential funds from their respective responsible components in accordance with the attached tabs A and B.
- b. The responsibility of conducting a survey to obtain the necessary information and the authority to modify the details of handling questionnaires and supplementary information and instructions pertinent thereto be assigned to the Director of Personnel.

/s/

Chief, Management Staff

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CONCURRENCES:

/s/

Director of Personnel

24 April 1958
Date

/s/

Comptroller (Deputy)

24 April 1958
Date

for
Deputy Director (Intelligence)

25 April 1958
Date

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for
Deputy Director (Plans)

Date

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The recommendations in Paragraph 6 above are approved.

GATES H. LLOYD
Acting Deputy Director (Support)

Attachments: TAB A and TAB B

Date

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TAB

ACCELERATED RETIREMENT BENEFITS FOR YOU

READ BOTH SIDES OF THIS CARD CAREFULLY BEFORE FILLING OUT YOUR CARD

YOUR ADMINISTRATIVE OFFICER HAS ADDITIONAL DETAILED INFORMATION AND BLANK SUPPLEMENTARY CARDS. ASK FOR MORE CARDS AND ASSISTANCE IF YOU NEED IT.

IT IS IN YOUR INTEREST TO SEND COPIES OF ALL NON-USA OVERSEAS DUTY DOCUMENTS TO THE OFFICE OF PERSONNEL. THESE DOCUMENTS SHOULD NOT ACCOMPANY YOUR QUESTIONNAIRE CARD SINCE THEY WILL NOT BE NEEDED FOR SOME TIME.

THE MACHINE CARD ADDRESSED TO YOU IS THE FIRST MAJOR STEP IN AGENCY PLANNING FOR AN ~~EVENTUAL~~ ^{IMPROVED} EARLY RETIREMENT PROGRAM WITH FULL BENEFITS. YOUR COOPERATION IN FILLING OUT YOUR QUESTIONNAIRE CARD IS ESSENTIAL, IF ANY FURTHER PLANNING ON YOUR BEHALF IS TO BE DONE. THE INFORMATION REQUESTED HAS NEVER BEFORE BEEN COMPILED IN ONE CENTRAL PLACE ON A NAME BASIS BECAUSE NO NEED FOR IT WAS ANTICIPATED. IF AN ~~ACCELERATED~~ ^{IMPROVED} RETIREMENT PROGRAM SHOULD BE ADOPTED, YOUR ACCURACY IN FILLING OUT YOUR CARD WILL MATERIALLY REDUCE THE TIME REQUIRED TO PLAN YOUR ACTUAL ~~ACCELERATED~~ RETIREMENT BENEFITS FOR FAST SERVICE.

(OVER)

PLEASE STUDY YOUR QUESTIONNAIRE CARD AND BE SURE YOU UNDERSTAND WHAT IS REQUIRED BEFORE YOU FILL IT OUT.

BE AS ACCURATE AS POSSIBLE, BUT THE INFORMATION NEED NOT BE CERTIFIED.

IF YOU HAVE HAD NO OVERSEAS SERVICE AT ANY TIME, MARK CARD "NOT APPLICABLE".

LIST EACH INCREMENT OF OVERSEAS DUTY PERFORMED AT ANY TIME ON BEHALF OF THE U. S. GOVERNMENT AND GIVE THE APPROXIMATE LOCATION.

IF PCS, GIVE DATES OF ARRIVAL AT FIRST DUTY POST AND DEPARTURE FROM LAST DUTY POST ONLY.

IF TDY, GIVE ONLY DATES OF DEPARTURE FROM AND RETURN TO YOUR HEADQUARTERS.

OMIT TDY TRAVEL AND CHANGES IN PCS OVERSEAS IF THEY OCCURRED WHILE YOU WERE ON PCS OVERSEAS.

DO NOT DUPLICATE OVERSEAS SERVICE WHERE IT WAS PERFORMED SIMULTANEOUSLY FOR TWO ORGANIZATIONS.

THE TELEPHONE NUMBER SHOULD BE ONE WHERE ADDITIONAL INFORMATION CAN BE OBTAINED IF NECESSARY.

THE COMPLETED CARD MUST BE RETURNED TO YOUR ADMINISTRATIVE OFFICER ON OR BEFORE YOUR NEXT PAYDAY.

BE SURE TO READ THE OTHER SIDE OF THIS CARD.

NAME		EMPLOYEE <input checked="" type="checkbox"/> BY: OTHER <input type="checkbox"/>		TELEPHONE EXT.				
		EMP. NO.		THIS CARD MUST BE RETURNED				
INSTRUCTIONS PLEASE READ THE ACCOMPANYING CARD CAREFULLY AND THEN READ THIS CARD AND FILL IT OUT AS ACCURATELY AS POSSIBLE. THIS CARD <u>MUST</u> BE RETURNED REGARDLESS OF WHETHER YOU HAVE HAD ANY OVERSEAS SERVICE OR NOT !	DO NOT WRITE IN THIS BOX	WHERE SERVICE WAS PERFORMED	PCS-1 TDY-2 ENTER NO.	DATES FROM AND TO FROM TO MO. YR. MO. YR.		SERVICE AS: CIVILIAN-1 MILITARY-2 ENTER NO.	RESPONSIBLE US GOV'T COMPONENT	DO NOT WRITE IN THIS BOX
IF YOU NEED ADDITIONAL SPACE CHECK HERE AND ASK FOR A SUPPLEMENTAL CARD								

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b. Administrative Officers, Case Officers or responsible Country Desk Officers will fill out the cards if the staff employee or staff agent is unavailable and substantially complete information is available in the operating component.

c. If the staff employee or staff agent is in the field and the information is not available at headquarters, the cards (or sterilized requests for the information) will be sent to the field to be filled out by the individual concerned and returned to headquarters. If security considerations prevent this, the card should be so noted and returned to the Office of Personnel.

d. Requests for information about overseas service of staff agents will be sent on an "Eyes Only" basis to the appropriate Administrative Officer. The Senior Administrative Officer of each Operating Office, Division, or Staff will be responsible for ensuring that the cards are filled out and returned promptly.

4. Instructions for filling out the questionnaire cards will accompany the card and each employee will be told to ask for assistance from his Administrative Officer if he needs it. However, there are some aspects of the requested information which require more delicate handling for some personnel than the card indicates:

a. Cover: the instructions with the card state "Do not duplicate O/S service where it was performed simultaneously for two organizations." This means that there should be no overlapping of dates and that care must be taken to show what the service was actually performed for (not for the cover organization).

b. Security: for the sake of uniformity and ease of handling, one standard-type card is being used for vouchered employees, for employees who are paid from unvouchered funds, and for staff agents. When the cards are distributed, they will show only name and reference number and will be

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distributed in a secure manner and should be returned through the same channels from which it was received.

5. Blank supplemental cards will be sent to the Administrative Officer, operating components, for use of personnel who need more space than is on one card. If a supplemental card is used, the appropriate box on the first card should be checked and the name and personnel serial number of the employee should be copied on the supplemental card. The cards should not be bent or stapled.

6. Although the information now being requested need not be certified, employees should be told that it is in their interest to send to the Office of Personnel copies of all non-CIA overseas duty documents which they may have. These documents will not be needed for some time so they should be forwarded separately or at a later date.

7. All cards for vouchered employees and employees paid from unvouchered funds, are to be returned on or before 1958 to the Office of Personnel, Statistical Reporting Branch, Room 192 Curie Hall. All cards for staff agents are to be returned, marked "Eyes Only", in a sealed envelope to the Chief, Contract Personnel Division, Office of Personnel, Room 801, 1016 16th Street.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Deputy Director
(Support)

DISTRIBUTION: AB

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